

# TEWKSBURY PLANNING BOARD

Town Hall – Lower Level  
1009 Main Street  
Tewksbury, MA 01876  
(978) 640-4370

## SITE PLAN SPECIAL PERMIT – CHECKLIST FOR APPLICATION

Petitioners applying for any Site Plan Special Permit must submit the following:

1. **APPLICATION FORM:** Provide (10) copies of a completed Special Permit Application Form.
2. **WRITTEN STATEMENT:** Provide (10) copies of a narrative detailing the proposed use, building coverage, open space, and calculation of the volume of earth removed or added to the site.
3. **PLANS:** Submit (11) set of plans, as follows, to be dated within 6 months of application:
  - (3) sets of plans not to exceed 24" x 36" and scale at 1"=40'
  - (8) sets of plans not to exceed 11"x17"

The above must include:

- lighting plans
- landscaping plans
- building elevation plans

4. **DRAINAGE CALCULATIONS:** Submit (2) sets of drainage calculations.
5. **FEES:** There is a filing fee plus a postage fee for each application. This is payable by cash or check made payable to the Town of Tewksbury. See attached fee schedule.
6. **CERTIFIED ABUTTERS LIST:** Provide a certified abutters list to include 1) all abutters, 2) abutters to abutters, and 3) all abutters within 300 feet of the property line. Obtain from the Assessor's Office located in the Town Hall Annex. The certified abutters list must be dated within 6 months of date of application. Please submit an electronic copy of this list upon submission.
7. **ADVERTISEMENT:** Transmit the legal notice for the Public Hearing to the Town Crier for publication for (2) successive weeks. The legal notice and dates for publication will be provided by the Community Development Office once the application is submitted.
8. **PROOF OF GOOD STANDING:** Include documentation from Town of Tewksbury Tax Collector that the applicant and/or property are in good financial standing with the Town.
9. **ELECTRONIC DOCUMENTS:** The entire application including plans, drainage reports, etc must be sent electronically to the Community Development Office upon submission.

## **TEWKSBURY PLANNING BOARD APPLICATION FEE SCHEDULE**

<b><u>Modification to Special Permit</u></b>	\$550.00 + # of abutters x \$0.50 x 2 for postage
<b><u>Site Plan Special Permit</u></b>	\$550.00 + # of abutters x \$0.50 x 2 for postage
<b><u>Sign Special Permit</u></b>	\$550.00 + # of abutters x \$0.50 x 2 for postage
<b><u>All Other Special Permits</u></b>	\$550.00 + # of abutters x \$0.50 x 2 for postage
<b><u>Use Special Permit Only</u></b> (No Site Plan)	\$400.00 + # of abutters x \$0.50 x 2 for postage
<b><u>Request for Permit Extension Fee</u></b>	\$400.00 + # of abutters x \$0.50 x 2 for postage
<b><u>Family Suite Special Permit</u></b>	\$350.00 + # of abutters x \$0.50 x 2 for postage
<b><u>Non-Substantial Determination Fee</u></b>	\$360.00
<b><u>Concept Plan Review</u></b>	\$100.00**
<b><u>Special Permit Extension Request</u></b>	\$60.00
<b><u>Bond Release Request</u></b>	\$60.00

**\*\*To be applied toward Site Plan Special Permit Fee upon formal application**

***Example for postage calculation: 10 abutters x \$0.50 x 2 = \$10.00***

**Town of Tewksbury  
Massachusetts**

**Planning Board**

**APPLICATION FOR HEARING**

---

**Application is hereby made for a:**

**(Check one or more and fill in appropriate blanks)**

- ☐ **9300** Special Permit
- ☐ **9400** Site Plan Special Permit
- ☐ **9500** Use Special Permit
- ☐ Sign Special Permit
- ☐ Modification to Special Permit # \_\_\_\_\_
- ☐ **Other(s)** \_\_\_\_\_

**Appendix A, Table of Uses reference(s):**

Section Letter	Use Number	Description
Section Letter	Use Number	Description

**Address of Application Property:** \_\_\_\_\_

**Development Name:** \_\_\_\_\_

Lot Area \_\_\_\_\_ Present Use \_\_\_\_\_ Zoning District(s) \_\_\_\_\_

Assessor's Map(s) and Lot(s) \_\_\_\_\_ Land Court Cert. No. \_\_\_\_\_ Bk/Pg \_\_\_\_\_

Middlesex North Registry of Deeds, Bk/Pg \_\_\_\_\_

**Applicant:** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

**Property Owner:** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

**Brief Description of Proposed Use:** (Attach Written Statement) \_\_\_\_\_

---

**History of Applications before any Town Boards/Commissions for this Property:**

(Date, Board, Result, Deed References: Attach additional sheet if needed.)

---

---

**Information submitted is true to the best of my knowledge:**

**Signature of Applicant** (or Representative): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature** (if other than Applicant or Representative): \_\_\_\_\_

**FILING FEE MUST ACCOMPANY THIS APPLICATION**  
**Please See Fee Schedule: Make Checks Payable to the Town of Tewksbury**